

**Arizona Statewide Interoperability Executive Committee
Summary of Minutes
January 22, 2008**

Voting Members Present:

Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
Scott Tillman, Supervising Telecom Engineer, Arizona Department of Public Safety
Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County
Ken Leighton-Boster, Chief, Arizona Department of Health Services

Voting Members Absent:

None.

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Jeff Miner, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order, Introductions and Roll Call

The meeting was called to order at 10:05 am by Co-Chair Mark Venuti. All members were present.

Approval of Minutes from November 20, 2007

Co-Chair Mark Venuti called for a motion for approval of the minutes. Co-Chair Paul Wilson motioned to approve the November 20 minutes and Mr. Pete Weaver seconded. Motion was carried unanimously.

Discussion, Review and Subcommittee Assignments Related to Implementation of Arizona's Statewide Communications Interoperability Plan (SCIP)

Comprehensive Arizona Interagency Radio System (AIRS) User Training – Standard Operating Procedures (SOPs) and Exercises

Mr. Curt Knight advised the purpose of these discussions were the result of these topics being called out in the Statewide Communications Interoperability Plan (SCIP) and identified as tasks to be worked on by the Statewide Interoperability Executive Committee (SIEC), SIEC Work Groups, and perhaps additional works groups established by the SIEC.

Discussion was held on the different types of training, exercise coordination, methods of training delivery and by whom, funding aspect for AIRS training, and target audience.

Co-Chair Wilson questioned the possibility of PSCC being able to schedule a one-day brainstorming session away from the offices of those volunteering to assist with an AIRS lesson plan and training. Mr. Knight felt he could help by establishing a meeting place and also offered his staff as a means to help with the production element once we have a script/curriculum to

build upon. Co-Chair Wilson suggested staff bring together a focused group of individuals for a day session to brainstorm ways of educating users of AIRS system capabilities, utilization in their area, the delivery of the training, and target audience. Mr. Knight requested input from the SIEC group of those individuals they felt should be part of this training/development session. Co-Chair Venuti expressed an interest in helping with that and Mr. Ken Leighton-Boster indicated he could also assist.

As a starting point, Co-Chair Venuti requested a copy of Mr. Knight's PowerPoint presentation which was delivered to the Ambulance Association for customizing to the AIRS training which could then be placed on the website and be utilized as a self-taught course. Mr. Knight indicated he could help with edits and expressed there were several people that could offer their input of what did or did not work for them, operational use of AIRS, and maybe additional information provided by the dispatch community.

Communications Unit Leader (COML) and Communications Technician (COMT), Classes Tailored for Arizona

Mr. Dan Wills briefed the Committee on the COML, COMT, and the Communications Coordinator (COMC) courses which are part of the National Wildfire Coordinating Group (NWCG) curriculum. The COML course is ready to be deployed; however, the credentialing aspect had not been finalized yet and there was a question about proceeding with this training until that was completed. He felt a train the trainer curriculum was appropriate for this course.

He also advised there was nothing in place for the COMT training curriculum. Another course requiring training was the COMC course for handling the spectrum coordination and broad planning.

Mr. Wills felt training should come out of Mr. Mark Howard's office, Arizona Division of Emergency Management and Military Affairs (DEMA), for the all risk element and this would make it easier rather than trying to parallel the training with the law enforcement and fire discipline environments. He indicated he would like to discuss with Mr. Howard to get his perspective reference this training, how best to deliver the training and would advise SIEC Co-Chairs Venuti and Wilson on outcome of their meeting. Mr. Weaver indicated he would be willing to work with Mr. Wills to help facilitate meetings.

Co-Chair Wilson suggested perhaps the SIEC could help facilitate the meetings, assist with the lobbying effort with DEMA to get their support for future training, and the recruitment of additional individuals to help with this effort and keep it ongoing.

Alignment and Synchronization with the Phoenix Tactical Interoperability Communications Plan (TICP)

Mr. Knight briefed on the Tactical Interoperability Communications Plan (TICP) being called out in the SCIP and the synchronization based on any changes/activities in the TICP in general, as well as the synchronization of the Phoenix and a possible future Pima County TICP associated with the SCIP. Mr. Larry Sayers indicated there are no plans at this time for a Pima County TICP. Co-Chair Wilson requested perhaps a briefing to the SIEC regarding the TICP to be informed of the Plan contents. Mr. Knight offered to contact Mr. Jesse Cooper or Captain Mike

Worrell on the availability of the Plan, as well as having someone from the Phoenix Urban Area Initiative (UASI) provide a briefing at the next SIEC meeting. Co-Chair Wilson suggested if a briefing could not be done, then perhaps the Phoenix UASI would be able to distribute material(s) to the Committee members on their need to know basis.

Discussion, Review and Subcommittee Assignments to Update Arizona Interagency Radio System (AIRS) User Information

Briefing on Current AIRS Installations and Configurations

Co-Chair Wilson prefaced this subject by explaining since we have begun the AIRS deployment in Pima County, the following document, Arizona Interagency Radio System (AIRS) Regional Channel Assignments, Policy #06-003, Rev. 1.2, does not currently match up with the actual deployments with regard to radio signals. He is requesting the following documents 1) Policy 06-003, and 2) Regional VHF Tactical Channel Assignments, Policy #06-004, Rev. 1.1, be updated to reflect the actual installations as they take place.

AIRS Channel Assignment Policies (#06-003 and #06-004)

Co-Chair Wilson's suggestion for the channel assignment documents was to have individual maps of the coverage of each of the individual AIRS sites describing the Continuous Tone-Coded Squelch System (CTCSS) tones and the monitoring dispatch center(s) for those sites. He felt this should come from the Department of Public Safety (DPS) as installations and propagation studies are done and having those documents updated and placed back on the website on an ongoing basis as implementation takes place. He indicated being able to differentiate the coverage from each of the sites would be ideal. Mr. Scott Tillman agreed.

Mr. Knight suggested individual maps either by voted systems or by individual station, specific documentation for the CTCSS tone and dispatch center monitoring information. He stated we had questioned who the monitoring agency should be and which county owned/operated it when you have a situation like Childs Mountain. He indicated between the PSCC Support Office and DPS Wireless Systems Bureau we would work together to update those documents.

AIRS Subscriber Programming Guide Policy (#07-005)

Mr. Tillman questioned if there were any changes that should be made to Policy #07-005. Co-Chair Wilson did not know and suggested having someone review for consistency with the actual installations. It was determined this document was not site specific and did not require any changes, only the maps. Mr. Tillman agreed.

Mr. Knight questioned if the naming conventions currently being used needed to be reviewed again. Co-Chair Wilson felt a good job was done in developing the naming conventions and he had not heard any feedback reference them. He was pleased with how they were referenced and felt no changes were needed.

Discussion, Review and Future Planning for the Oversight and Management of 700 MHz Interoperability Channels

Mr. Knight stated the reason for this discussion was to determine who “owns,” by discipline, the 700 MHz interoperability channels. Do we call them out and name them to cover fire, law, and emergency management disciplines or is it up to the incident commander to allocate those channels, and how are those issues handled.

Co-Chair Wilson stated he did not want to see what happened 15 years ago repeat itself in that we begin to deploy new 700 systems only to find those users be isolated from the use of AIRS as what happened when 800 systems were first deployed.

Co-Chair Wilson suggested utilizing staff to bring together a group of individuals to begin work on a proposal of how to manage the 700 spectrum for interoperability channels controlled by the state. He suggested selection of those individuals be those that have experience in having done this previously, i.e., individuals involved with the 800 planning. Mr. Knight agreed. Co-Chair Wilson expressed an interest in being a part of this discussion and process.

Date – Time – Location of Next Meeting

April 22, 2008, 10:00 a.m.
City of Peoria Municipal Complex
(Council Chambers Building)
8401 West Monroe Street
Peoria, Arizona

Discussion was held on going back to a quarterly meeting format for the SIEC to be able to work on some of the committee work that was discussed today. Co-Chair Wilson motioned that quarterly meetings be resumed beginning with the fourth Tuesday in April (the 22nd). Mr. Leighton-Boster seconded. Motion carried unanimously. A 10:00 am to noon time frame was suggested for meeting time.

Call to the Public

A representative (Frank) from Avaya invited meeting participants to visit their mobile communications interoperability van parked outside the City of Peoria Municipal Complex building.

Mr. Wills suggested having AIRS training via an online video or CD-type training distributed to subscribers, as well as specific training needs focused on communication centers and center managers.

Ms. Vicky Scott recommended end-user dispatcher training for AIRS and suggested training could be implemented through the various Public Safety Answering Points (PSAP) user groups in the state. She volunteered to assist with training development.

Mr. Jon Huish questioned if Childs Mountain was capable of multiple CTCSS tones since they stand on a county line and how those tones would be implemented (Pima County, Yuma or statewide tones). Mr. Scott Tillman responded the AIRS suites were configured to support

multiple CTCSS tones which allows for the use of statewide and up to two regional tones. This feature was designed to minimize interference between adjacent regions but has not been implemented.

Recommendations for Future Meetings

Mr. Knight advised this facility is available for an April 22 SIEC meeting. No other recommendations were made.

Adjournment

Co-Chair Venuti called for a motion to adjourn. Co-Chair Wilson made the first motion; Mr. Weaver seconded. The motion was unanimously carried. Meeting adjourned at 11:05 am.